

Job Description

Job Details	
Job Title:	Clinical Site Coordinator/Night Nurse Practitioner
Business Unit:	Emergency Care/Medicine
Department/Ward:	Emergency Care
Location:	Trustwide
Pay Band:	7
CAJE No:	NUR1055
Main Purpose of the Job	
<ul style="list-style-type: none"> To participate in a 24 hour clinical site management service that provides clinical leadership, professional advice and clinical expertise to nursing and medical staff to ensure optimum patient care To work autonomously at a level appropriate to clinical competence and within the scope of professional practice performing physical examinations and treating episodic and chronic health care problems in accordance with standardised procedures. Act as Hospital at Night coordinator, receiving and coordinating all requests for clinical advice and support from wards and departments To liaise with members of the multi disciplinary team and facilitate good communication to provide a patient focused service and ensure smooth running of the hospital To advise the OSM of all incidents in a timely manner, providing senior nursing support on operational issues To take responsibility for the operational management of NTDGH outside normal working hours as senior nurse on site and first line of contact for enquiries and incidents To co-ordinate the utilisation of beds during the hospital at night period, ensuring maximum use of resources, accepting GP calls for medical and surgical admissions To co-ordinate the effective redeployment of staff outside normal hours to meet clinical needs and maintain safe practice. To carry out enhanced practitioner roles to reduce junior doctors intensity of work and assist in clinical emergencies as required. To act up for the Operational Service Manager in their absence. To triage patients, prioritising clinical need, initiating treatment following agreed protocols and highlighting those patients who require medical intervention to the appropriate medical colleague To act as a resource for all members of the multidisciplinary team, providing expert nursing advice concerning aspects of patient management To role model compassionate and inclusive leadership in order to shape the creation of a collective leadership culture within the trust. This means demonstrating a consistent leadership style which (a) engages, enables and empowers others (b) uses coaching to promote ownership of learning and quality improvement and (c) facilitates team working and collaboration within teams / departments and across organisational boundaries. 	

Dimensions
Based at North Tyneside or Wansbeck General Hospitals. May be required to provide advice to staff based at other sites including Hexham and community hospitals.
Organisation Chart
<div>General Manager (Medicine & Emergency Care)</div> <div>Operational Services Manager (Emergency Care)</div> <div>Night Nurse Practitioner (this post)</div>

1. Communications and Relationships

- Possession of excellent communication and interpersonal skills required in order to communicate effectively across professional boundaries with all members of the multi disciplinary team supporting and educating nurses throughout the hospital on changes in practice and human resources issues. – for example:
 - Promote effective communication within the multidisciplinary team to support the development of a consistent and cohesive approach to the care and management of patients within the hospital
 - Communicating clinical information in a concise , formal way to other MDT members to facilitate effective team working
 - Communication with medical staff when considering the sensitive issue of relocation of patients
 - Discussion of operational issues with all members of the MDT regarding management issues and all aspects of the emergency care service and trust wide to other agencies, emergency care areas and wards
 - Communicating closely with other colleagues to co-ordinate the care of unwell patients
 - Communication between all members of multidisciplinary team , emergency care areas and ward when patients need transferring
- To liaise with other care agencies in the promotion of integrated patient care within the ECC/CCU and medicine
- The post holder will be require very high levels of communication and interpersonal skills to patients and relatives about the clinical conditions and management plans for patients throughout the hospital. This will involve the ability to communicate highly complex information in situations where the may be a hostile, antagonistic or highly emotive atmosphere such as
 - Giving potentially distressing information in a sensitive and empathic way. This can involve being open about issues relating to personal care, prognosis or dying
- Must be able to demonstrate the English language proficiency level required for this post
- Provide appropriate means of communication where English is not their first language or where they may have a disability where spoken language is not understood
- Dealing with complaints during the night and dealing with people with extremely strong opposing views and objectives
- Liaise with external agencies when required e.g. police, social services, ambulance
- Communication with elderly, confused, sedated and regularly aggressive patients
- Frequent need to discuss sensitive issues regarding prognosis and resuscitation status with patients and relatives

2. Knowledge, Skills, Training and Experience

Essential

- Registered General Nurse with substantial experience within a emergency care environment
- ALERT training acquired through one day course
- Highly developed specialist theoretical knowledge and experience gained by the completion of a post registration qualification
- Formal teaching qualification ENB 998 / C&G 730 acquired from day release or modular course
- Registration qualification
- Accredited clinical skills course including training in taking a patient's history e.g. NARCAN
- Ongoing specialist knowledge gained by the attendance on relevant study days, short courses and self directed learning
- Specialist knowledge of a wide range of clinical specialities is required as the service covers all areas of the hospital, the post holder may be called upon to any area to assess risk
- Proven managerial knowledge gained through experience and the attendance on management courses and study days
- Understanding and practical knowledge of bed management processes and protocols to facilitate the safe flow of patients from emergency care to appropriate specialty.
- Registered Mentor
- To lead, inspire and motivate others to high performance by agreeing clear goals and objectives, providing support and guidance and creating opportunities for development
- To contribute to the development of a culture of high engagement, where staff are empowered and entrusted to provide the best services and care for patients
- To promote and facilitate innovation and continuous improvement to deliver better services for service users and patients
- Accountability for the leadership of post holders staff / teams / departments

Desirable

- Knowledge of or experience in coaching and mentoring practices and tools
- Knowledge of or experience in Quality improvement tools, techniques and methods

3. Analytical Skills

Judgements and analysis are required following comprehensive patient assessments based on history taking and physical examinations and the decision to act according to findings, suggesting solutions and making recommendations to guide junior medical staff regarding best options for their patients.

- The demonstration of critical thinking, problem solving and decision making when in charge of the department are required, such as the need to move the very sick patients in and out of the department taking into account their dependency, skill mix, availability of specialist equipment and staffing levels for the day and the night shifts. Also the need to judge the correct actions to take when problem solving and in emergency situations where the appropriate personnel are busy or unavailable e.g. anaesthetists
- Prioritise the movement of patients in collaboration with ward staff according to clinical needs.
- To identify problems and proactively manage bed shortages.
- Use professional judgement to maintain a safe environment for the delivery of clinical care.
- To ensure the effective deployment of Trust, bank and agency staff maintaining safe staffing levels according to clinical need.
- Manage incidents that occur out of hours and liaise with the on call manager as required.
- Respond to all non-clinical emergencies including security issues.
- Ability to make decisions involving multiple strands of information and a complex range of options to consider.
- Assume direct responsibility for
 - Contacting the on call operational service manager
 - Communicating with outside agencies e.g. Police, Media etc.
 - Assisting directorate bleep holders with any issues of concern outside normal working hours.
 - Safeguarding the interests of the Trust by reporting problems/issues relating to the hospital site where health and safety may be at risk.

4. Planning & Organisational Skills

- To facilitate the co-ordination of Trust wide bed management, complying with Trust Policies in relation to the placement of patients.
- To co-ordinate the flow of patients through the in-patient system to allow for sufficient capacity and safe placement of emergency admissions and to assist with the achievement of Trust targets.
- Manage time and workload to meet the demands of the service prioritizing workload without supervision.
- Responsible for day to day management of own working area and coordination of a team.

5. Physical Skills

- The post requires highly developed physical skills where a high degree of precision or speed and high levels of hand, eye and sensory
- Dexterity required to carry out a wide range of nursing activities including the use of complicated equipment, recording and monitoring ECGs , administration of intravenous infusions, fluids and injections, venepuncture and cannulation, performing tracheal suctioning
- Provider of Advanced Life Support including defibrillation.
- Keyboard skills
- Intravenous cannulation and intubation skills
- Administer intravenous injections and or intra-muscular injections, syringe pumps and infusions.
- Insertion of urinary catheters.
- Assessment and closure of wounds by various means including Insertion and removal of sutures.
- Standard keyboard skills
- Arterial blood gases
- Insertion of nasogastric tubes
- Manipulation of broken fingers

6. Patient/Client care

- Provision of a rapid response and support system to allow the use of expert knowledge and in depth experience to identify deterioration of patients physical condition from the NEWS system and as a result provide highly specialised intervention and advice with appropriate physical assessment, observation and treatment for acute patients on the ward
- To provide advanced skills in patient assessments
- Provide autonomous care in the diagnosis treatment and appropriate discharge of patients attending the ECC with minor injuries/illnesses.
- Provide specialist clinical advice and health promotion given to patients on discharge from the ECC
- The safe administration of medicines for discharge for patients they have dealt with using the Patient Group Directives.
- Provides highly specialised advice which contributes the diagnosis, care and education of patients within all areas of clinical practice within the Trust
- Plan and implement individual patient care, initiating investigations (including X-rays) and delivering appropriate treatment.

7. Policy & Service Development

Maintain a safe working environment for patients and staff, working with the clinical and management team to develop guidelines, protocols and patient group directions which ensure timely and effective care for emergency and elective admissions

- To continuously review and develop the practitioners role and their contribution to clinical practice the overall quality of patient care thereby promoting a positive change.
- To contribute to the delivery and development of the CNO 10 key roles including the Essence of care Agenda by effective leadership.
- To put the patient at the centre therefore reinforcing the concept of a more streamlined patient journey, improving quality of care.
- Implements policies within the ECC
- To deliver the quality standards and targets outlined in the trusts Risk Management Strategy and local operational policies
- Works within the policies and protocols of Northumbria Healthcare NHS Trust
- Contribute to team discussion making on proposed and planned changes affecting clinical care
- Post holder has overall responsibility for policy and service implementation during out of hour and hospital at night team

8. Financial & Physical Resources

- In line with Department regular system for supplies, order non stock and stock items including medicines
- Consider skill mix changes and additional temporary staffing cover when altering duty rotas
- Responsible for the safe use of highly complicated equipment by themselves and others
- Report failure or mechanical problems in line with the Medical Devices Policy.
- Authorised signatory for the authorisation of time sheets, expenses claims and ordering of non NHS transport

9. Human Resources

- To collaborate in the development and implementation of educational strategies to meet the identified training requirements for clinical staff.
- Promote an appropriate environment which empowers staff and supports on-going development of evidence based practice for patients
- Supervision of junior colleagues, medical and nursing
- Mentorship of student nurses
- Conduct annual staff appraisals and 6 monthly reviews for team members to assess progress and plan personal development
- Occasional requirement to be panel member during recruitment interviews
- Responsible as line manager for all departments throughout the hospital as Senior Nurse on duty on the Hospital at night Team

<p>10. Information Resources</p> <ul style="list-style-type: none"> • To maintain an accurate bed state, monitoring actual / occupancy at all times. • Records data and inputs to computer national audit database for patient dependency • Updates and maintains patient documentation and records • You will be expected to have basic functional skills, including literacy, mathematics and digital skills. Digitally literacy is the ability to locate, organise, understand, evaluate and analyse information using digital sources. This is in line with 'digital readiness indicator for health and social care', which has been developed in the Building a Digital Ready Workforce Programme (BDRW), between Health Education England (HEE) and NHS Digital, and is part of the Government's Digital Transformation Portfolio (DTP) (2019)
<p>11. Research & Development</p> <ul style="list-style-type: none"> • To take part in research and audit projects, implementing findings to improve patient care • Complete staff surveys and audits occasionally • Occasional participation in equipment testing
<p>12. Freedom to Act</p> <ul style="list-style-type: none"> • Works within the NMC Code of Professional Conduct • Follows Northumbria Healthcare NHS Trust policies and procedures • Follows Emergency Nurse Practitioner guidelines • To maintain ones own high professional standards and discuss opportunities to develop clinical practice with line manager • Deliver autonomous care to a selected group of patients • To work within the NMC Scope of Practice and Policies and Procedures as defined by the Trust to provide a service in which the nurse role is expanded. • Work within broad guidelines without immediate supervision • Assessment of patients with acute and chronic problems and illnesses and assess patients suitability and readiness to be transferred to immediate care beds • Support the implementation of guidelines from DoH /RCP within the hospital setting • Work within guidelines regarding waiting times in ECC in our role in contributing to key corporate targets • Transcribe and prescribe drugs within the Trusts PGD policy

Standards

The statements outlined below are the standards of which all employees of Northumbria Healthcare Trust are expected to comply.

Works to the standards expected in the Northumbria Healthcare NHS Foundation Trust statement of values.

Risk Management - to deliver the quality standards and targets outlined in the Trust's Risk Management Strategy and local operational policies

Infection Control:

It is your responsibility to adhere to infection control policies and guidelines in order to promote cleanliness and reduce infections. Hand hygiene must be undertaken correctly to prevent the spread of infection. Personal protective equipment must be used in accordance with Trust policy. You must contribute to the cleanliness of the work environment and keep it "clutter free" and tidy. You must also attend mandatory training and updates to ensure you receive training appropriate to your role

Health and Safety:

Managers have a duty to ensure that safe systems of work are used within their area of responsibility; to investigate accidents and incidents; to arrange for risk assessments to be conducted annually, and to ensure staff attend appropriate health and safety training.

All employees have a duty to take reasonable care for their own health and safety, and that of others who may be affected by their activities; to cooperate with the Trust by complying with all health and safety rules and safe systems of work; and to inform their line manager of any work situation, or practice which may be considered a danger to health and safety.

Patient, Carer & Public Involvement:

Managers have a duty to ensure that the principles of patient, carer and public involvement are adhered to throughout all areas of responsibility in line with Section 242 of the NHS Act 2006 (as amended by the Act 2012) which requires the duty to involve and consult users. A 'user' is defined as someone who is using services, or someone who may use them. In addition, this requires NHS organisations to involve and consult patients and the public in; The planning and provision of services and the development and consideration of proposals for changes in the way services are provided.

This ensure that patients are the focus of everything we do, we share good practice in line with Trust policies and procedures, this includes learning from complaints and concerns.

Safeguarding:

The safeguarding of all those who are vulnerable is an enormous obligation for all of us who work in the NHS and partner agencies.

Safeguarding children and adults at risk of abuse or neglect is complex, frequently under review and we must all take responsibility to ensure that it works effectively.

Safeguarding is everyone's responsibility. It remains the responsibility of every NHS organisation and each individual healthcare professional working in the NHS to ensure that the principles and duties of safeguarding adults and children are holistically, consistently and conscientiously applied with the needs of adults at risk or abuse or neglect at the heart of all that we do.

Partnership working is also key and it is vital that local practitioners continue to develop relations and work closely with colleagues across their local safeguarding system to develop ways of working that are collaborative, encourage constructive challenge and enable learning in a sustainable and joined-up way.

NHS England will continue to seek assurance that the safeguarding arrangements across the health system are effective.

Environment and Sustainability:

The trust aims to be an exemplar organisation that embraces sustainability and meet its corporate responsibility. It is the responsibility of all employees to support the Trusts' vision for sustainable development. To undertake their duties in a way that is not wasteful of environment, financial and social resources throughout their daily activities.

NOTE: This appendix is not intended to form part of the 'official' Job Description, but is intended for Job Evaluation purposes only.

Effort and Environment:

Physical

- Moderate effort is required frequently to manoeuvre patients to ensure a thorough physical examination
- Spend up to 12 hours on a night shift involved in physical activities, e.g. examining patients, transporting patients between wards by wheelchair, bed or trolley in the absence of porters and walking between wards during the course of our normal shift pattern.
- Moderate levels of physical manual handling of patient, patient movement often without use of mechanical aides of weights in excess of 15 Kg
- Push trolley's, wheelchairs
- Stand/walking for the majority of shift.

Mental

- Concentration is required to facilitate the management of multiple tasks considering multiple factors
- In addition, overnight, staffing and bed management issues involve similar levels of concentration. These occur many times on every shift.
- The work load is always variable and unpredictable throughout the site
- Frequent periods of intense concentration are required each shift when taking detailed and often complex medical histories from patients, when performing intricate clinical interventions and when analysing investigation results in order to plan an appropriate plan of care/treatment and is subject to interruptions or the need to respond to changes and emergencies
- Ongoing attention is required to evaluate and monitor patients condition and ensure safe practice is adhered to at all times
- Retention and communication of knowledge and information involving verbal and written reports to colleagues, patients and relatives.
- Concentration required when checking documents/patient notes and calculating drug dosages, whilst subject to frequent interruptions from patient/relatives/team members.
- Long periods of concentration required when observing patient behaviours which may be unpredictable and involving caring for patients with life threatening illnesses/injuries

Emotional

- Frequently dealing with highly distressing or emotional situations, e.g. patients with severely challenging behaviour, distressed family members, or breaking bad news.
- Frequent exposure to traumatic incidents, e.g. sudden deaths or major incidents when acting as senior nurse (overnight).
- Daily exposure to emotionally distressed/anxious/worried patients/relatives when dealing with acutely unwell and dying patients and their relatives
- Occasional exposure to dealing with relatives of sudden childhood deaths
- Occasional exposure to child protection issues
- Frequent exposure to violent/ threatening patients or relatives
- Frequent exposure to patients / relatives under the influence of drugs / alcohol
- Occasional exposure to hazardous substances

Working Conditions

- Frequent exposure to and dealings with body fluids (blood, urine, faeces). These occur many times on every shift.
- Frequent exposure in Emergency Care Department to violence including physical and verbal abuse when dealing with people with challenging behaviour
- Lone worker overnight

Grid

	DUTIES AND RISK FACTORS OF THE POST	Yes	No
1.	Exposure Prone Procedures (EPP's)*		
2.	Manual Handling Operations	X	
3.	Dust, Dirt, Smells	X	
4.	Chemicals, Fumes or Gasses (Glutaraldehyde, fixer, anaesthetic gases, reconstitution/handling of cytotoxic drugs)		X
5.	Patient Contact	X	
6.	Babies/Children Contact	X	
7.	Food handling / Preparation		X
8.	Driving		X
9.	Fork Lift Truck Driving		X
10.	User of Display Screen Equipment	X	
11.	Noise		X
12.	Infestation		X
13.	Blood and Body Fluids/Waste/Samples/Foul Linen	X	
14.	Excessive Cold		X
15.	Excessive Heat		X
16.	Inclement weather		X
17.	Radiation		X
18.	Laser Use		X
19.	Heights over 2 metres		X
20.	Confined Spaces		X
21.	Vibration i.e. Power Tools		X
22.	Using machinery with moving/exposed parts		X
23.	Shift work	X	
24.	Use of latex products	X	
25.	Physical violence / aggression	X	
26.	Employment of young people		X
27.	Any other hazards please specify		X
28.	Other		

If any hazard is identified above please give details below.

*Definition of Exposure Prone Procedures (EPP's)

Exposure prone procedures are those where there is a risk that injury to the Health Care Worker may result in the exposure of the patient's open tissues to the blood of the HCW. These procedures include those where the HCW's gloved hands may be in contact with sharp instruments, needle tips and sharp tissue (spicules of bones and teeth) inside a patient's open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.

Person Specification

Job Title:	Nurse Practitioner	
Department:	Surgery/Medicine	
Location:	Trustwide	
Specification	Essential	Desirable
Qualifications / Professional Registration	<ul style="list-style-type: none"> Registered General Nurse with substantial experience within a emergency care environment Registration qualification Formal teaching qualification ENB 998 / C&G 730 acquired from day release or modular course Registered Mentor 	
Experience and knowledge	<ul style="list-style-type: none"> ALERT training acquired through one day course Highly developed specialist theoretical knowledge and experience gained by the completion of a post Ongoing specialist knowledge gained by the attendance on relevant study days, short courses and self directed learning Specialist knowledge of a wide range of clinical specialities is required as the service covers all areas of the hospital, the post holder may be called upon to any area to assess risk Proven managerial knowledge gained through experience and the attendance on management courses and study days Understanding and practical knowledge of bed management processes and protocols to facilitate the safe flow of patients from emergency care to appropriate specialty. 	
Skills and abilities	<ul style="list-style-type: none"> Accredited clinical skills course including training in taking a patient's history e.g. NARCAN Must be able to demonstrate the English language proficiency level required for this post 	
Personal attributes	<ul style="list-style-type: none"> Knowledge of or experience in coaching and mentoring practices and tools Knowledge of or experience in Quality improvement tools, techniques and methods Learning agility and commitment to self-development 	
Other requirements		